



**U.S. DISTRICT COURT Western  
District of Washington Pro Se  
Registration Form  
For the Electronic Case Filing System (ECF)**

*Please complete a form for each case you have before the Court.  
All Fields are required.*

**Check One:**

- ☐ Please register me to **receive service of documents and notice of electronic filings to my e-mail\*** via the Court's electronic filing system (ECF). This option does *not* allow me to file documents electronically. I will continue to file documents in paper with the Court.

Please register me to **file documents electronically\*\* and receive service of documents and notice of electronic filings to my e-mail\*** via the Court's electronic filing system (ECF).

- ☐ By signing the agreement to file your documents electronically through ECF, you waive your ability to file your documents in paper form over the counter or through the mail.

*Note: Registration will not be processed until IFP is granted or Filing Fee has been paid.*

Name: \_\_\_\_\_ Case No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone no: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Signature (Type an "s/" and your name, or print and sign)

\_\_\_\_\_  
Date signed

\* By registering for electronic service, you waive your right to receive service of documents by first class mail, according to [Federal Rule Civil Procedure 5\(b\)\(2\)\(E\)](#). You will be sent a Notice of Electronic Filing via e-mail. Upon receipt of this notice, you are permitted one "free look" at the document by clicking on the hyperlinked document number. **The one "free look" will expire 15 days from the date the notice was sent.** After the "free look" is used or expires, the document can only be accessed through PACER (Public Access to Court Electronic Records). It is recommended that you establish a PACER account, by visiting the [PACER website](#). PACER is an automated system that allows an individual to view, print, and download documents for a nominal fee.

\*\*By registering for electronic filing, you must familiarize yourself with and follow rules and procedures of the Court, such as the [Federal Rules](#), [Local Rules](#), and the [Electronic Filing Procedures](#).

**To E-mail This Form:** Save a copy of this form to your computer and then send it as an attachment to: **cmecfreg@wawd.uscourts.gov**

You will receive e-mail confirmation of your registration when it is processed. If registering for electronic filing, you will also receive a login and password.

**To Mail This Form:** Print and mail to: **Clerk, U.S. District Court, Western District of Washington, ATTN: ECF Registration, 700 Stewart Street, Suite 2310, Seattle, WA, 98101.** You will receive e-mail confirmation of your registration when it is processed. If registering for electronic filing, you will also receive a login and password.

For assistance, please contact the **ECF Support Team** at **(206)370-8440, then press Option 2** (Seattle area), **(866)323-9293, then press Option 2** (Outside Seattle area) or e-mail us at : **cmecf@wawd.uscourts.gov**